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63-8179

OFFICE OF THE DIRECTORAction Memorandum No. A-304Date 24 October 1963

TO : Deputy Director/Support

SUBJECT : CIA Training Selection Board

REFERENCE:

1. Will you take forthwith the necessary action to establish a permanent CIA Training Selection Board. This Board will have the final authority to recommend to the Deputy Director of Central Intelligence and the Director of Central Intelligence those candidates selected for training with particular reference to external training at the senior war colleges, the State Department Senior Seminar in Foreign Policy and such other programs as the Advanced Management School at Harvard. While this will be the first priority for this Board, it should eventually become the vehicle used for approval of major Agency training programs.

2. Inasmuch as the primary responsibility for training rests with the Director of Training and the DCI has recently reiterated his policy of desiring that the Director of Training have cognizance and general supervision over all Agency training, the Director of Training should chair the CIA Selection Board. The Director of Personnel or his Deputy and a representative from the Comptroller's office should also be members of the Board. There should be representatives on the Board from each of the four Directorates.

3. It will be a requirement that members of the Board will have sufficient time available to devote several weeks each year to its activities; e. g., when selections are made for the senior service schools, Board members will be required to devote full time to studying the backgrounds and records of all candidates, and the Board will, as a body, have

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meaningful interviews with each of the candidates. ~~Further~~, the Board will be responsible for appropriate follow-through with the nominating components in the event that the Board feels training other than that recommended would be more appropriate for the individual.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick
Executive Director

LBK:drm

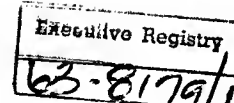
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31 October 1963

MEMORANDUM FOR EXECUTIVE DIRECTOR

1. I have just read your Action Memorandum setting up the CIA Training Selection Board and I am in full accord with it.

2. I wish you would impress upon all the members of the Board, either through brute strength, persuasion, cajolery, or a written directive, that candidates recommended for selection must be fully representative of the type of people we pride ourselves on having in the Agency. They should have a good knowledge of the entire operations of the Agency and be fully capable of standing up on their two feet and representing the Agency in any discussion. There are many other attributes that they should have that I will leave up to the Board to screen, but the point I am trying to make is that the Board should have a two-way orientation -- that they are selecting a representative of the Agency to go out amongst other agencies and should therefore be outstanding men, and the other orientation is the value of the training to be acquired by the individual and how he will use that training when he returns to the Agency. Under no circumstances should selection be a reward for long and faithful service or a means of farming a fellow out for a year just to get rid of him.

3. You may have already done this and if so please just follow through as the candidates are nominated.

M. S. C.

MSC:bec

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